



MANOR POLICE DEPARTMENT Job Description

Job Title: Commander **Division:** Admin **Reports to:** Assistant Chief of Police

Job Purpose:

Supports effective law enforcement throughout the City by providing supervision, training, and direction to all department personnel under his or her command.

Job Scope:

The Commander will supervise the activities of all divisions within the department under their command. The Commander will review completed incident and crash reports made by patrol sergeants and the CID sergeant as necessary; respond to scenes to oversee and assist officers; take citizen complaints on officers and conduct investigations; conduct internal affairs investigations; coordinate and conduct training; testify in court; attend meetings with local, county, and state agencies; and attend local events.

The Commander reports to the Assistant Chief of Police and assists in the department's leadership, management, and operation; assists in developing, administrating, coordinating, and implementing departmental policies, procedures, budgets, and activities. The Commander assumes command in the absence of the Assistant and Chief of Police.

The Commander must demonstrate ethical solid, professional, and service-oriented leadership and interpersonal skills; command the respect of, and set a good example for, his/her supervisors, peers, and subordinates; understand, accept, and correctly apply the tenets of the department's philosophy and values; and the City's Code of Ethics and Values; has established and maintains a good rapport with other City departments and Department Heads; exercises good independent judgment and discretion; manages and directs employees as required; formulates and oversees administrative policy for the effective use of assigned personnel and budgets; and consistently demonstrates a willingness to cooperate with the remainder of the management team, other members of the department, and other City officials.

Essential Functions:

Essential functions may include, but are not limited to, the following:

- Assume all the required duties of a Manor Police Officer under direct supervision of the Assistant Chief.
- Assists in supervising and coordinating the various functions of all divisions formulating and revising general orders on policy and procedures, analyzing operations, and assigning personnel.
- Will maintain effective and cordial relations to foster cooperation with other law enforcement agencies and area governmental entities.
- Studies and researches Police field activities and administrative matters.
- Takes over responsibility for personnel, activities, and equipment of the police department in the absence of the Assistant and Chief of Police.

- Will keep abreast of legal and other developments, which impact the effective delivery of police services in the City of Manor.
- Maintains discipline; Confers with officers, supervisors, and mid-managers regarding departmental working relationships.
- Will assist in maintaining the records of the Manor Police Department under the direct supervision of the Assistant Chief of Police.
- Assists in the preparation of the annual budget and the annual report.
- Participate in developing, implementing, and maintaining policies, objectives, and short and long-range planning.
- Receives reports forwarded to the Chief's Office and refers to the Assistant Chief of Police on all matters requiring his/her attention.
- Gives such information as may be desired upon Police questions; and acts on or disposes of them by the policy of the Chief of Police.
- Maintains effective public relations in the field and the office, including public gatherings.
- Handles routine assignments; prepares Staff Reports as directed; assists in Staff Development; acts as public liaison as assigned.
- Facilities oversight; plans and trains department personnel; staff development.
- Will ensure that all employees of the police Department comply with all hiring, personnel, and training requirements of the general orders and the City of Manor.
- Makes innovative recommendations to promote maximum efficiency in utilizing personnel and material resources.
- Supervises, counsels, and evaluates the performance of assigned personnel; Recommends discipline for personnel when necessary.
- Perform employee conduct and internal affairs investigations, as needed.
- Performs special studies as assigned.
- Works cooperatively and harmoniously with others.
- Attends and participates in professional conferences.
- Accomplish other duties as assigned.

Knowledge/Skills/Abilities

Knowledge/Skills/Abilities may include, but are not limited to, the following:

- Knowledge of and the ability and skill in verbal and written communication
- Knowledge of the administration, management, and oversight of assigned sections(s)
- Knowledge of police practices, methods, procedures, equipment, and services.
- Knowledge of and the ability to use computers and related equipment, hardware, and software to prepare reports.
- Knowledge and skill in the development of long and short range strategic and action plans
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in conflict resolution to effectively address customer complaints and concerns.

Qualifications, Licenses, and Certifications:

- 8 years of experience or more
- Bachelor's degree in Criminal Justice; Public Administration or any other related field from an accredited institution
- TCOLE Advanced Peace Officer Certificate or higher
- 2 years at the rank of Lieutenant or higher or equivalent at another agency
- FTO
- Basic Instructor